

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives of the project. These objectives should be clear, measurable, and achievable.

3. The third step is to develop a plan of action. This involves determining the steps that need to be taken to achieve the objectives and assigning responsibilities to team members.

4. The fourth step is to implement the plan. This involves carrying out the tasks assigned to team members and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual outcomes with the objectives and identifying any areas for improvement.

6. The final step is to report the results. This involves communicating the findings of the project to the relevant stakeholders.

7. The process of project management is an iterative one, and it may be necessary to revisit previous steps as more information becomes available.

8. Effective project management requires good communication, organization, and leadership skills.

9. It is important to maintain a clear record of the project's progress and to keep all team members informed of the latest developments.

10. The ultimate goal of project management is to ensure that the project is completed on time, within budget, and to the satisfaction of the stakeholders.

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Class	Subclass	Date	Examiner

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